

**BUTTE COUNTY
CHILDREN AND FAMILIES COMMISSION
Friday, July 16, 2004
Meeting Minutes**

Held at the Chico CARD Center, the meeting was called to order at 10:05 a.m.

Item 1: Call to Order, Introductions and Agenda Review

Commissioners present: Pat Cragar, Jane Dolan, Mark Lundberg, Karen Marlatt, Linda Moore, Phyllis Murdock, Gene Smith
Alternates: Jeff Fontana, Mary Neumann
Commissioners absent: Sandra Machida
Staff present: Susan Billings, Anna Dove, Bobbi Dunivan, Cheryl Giscombe and Eva Puciata
Staff absent: None

Also present were: Cathi Grams/DESS, Susan Cragle/Duerr Evaluations, Yvonne Nenadal/Youth For Change, Margie Ruegger/PEN, Jenny Sharkey/VOCS, Peggy Mitchell/BCOE, Brandy Burke/Public Health, Michele Buran/OPT, Kristin Gruneisen/OPT, Julie Buck/BC Library, Ana Castellanos/PEN, Jolene Nixon/Enloe, Staci Howell/BCOE, Jan Davis/BCOE, Debbie Holmes/PEN, Tom Tenorio/CAA, and others who arrived later.

Chair Mark Lundberg opened the meeting with introductions and welcomed Susan Cragle with Duerr Evaluations onboard. There were no changes to the agenda.

Item 2: Consent Calendar

The consent calendar included the DRAFT May 21, 2004 Commission Meeting minutes and the DRAFT June 14, 2004 Special Commission Meeting minutes.

Karen Marlatt made a motion to approve the consent calendar. Pat Cragar seconded the motion. The motion passed unanimously.

Item 3: Public Hearing: State Commission Annual Report to Legislature

Chair Mark Lundberg opened the public hearing for comments on the State Commission Annual Report to Legislature. Cheryl Giscombe noted that the Annual Report is fairly intangible in reflecting local conditions. This year the County Association required the State to complete an Executive Summary, but successes are still difficult to track and the summary cumbersome. Jeff Fontana commented that Butte County's portion of the report is a small, understated snapshot of what we do. He would like to offer a Butte County presence during the report submission to the legislature next year. Hearing no public comment, Mark Lundberg closed the public hearing.

Item 4: Administration Committee Report

- (A) Karen Marlatt reported that Don McNelis withdrew his letter of interest to serve on the Commission, narrowing the candidate pool to Jeff Fontana and Yvonne Nenadal. The Committee recommended that Jeff Fontana be appointed the Commissioner vacancy left by Marian Gage's departure and Yvonne Nenadal appointed as the final Alternate Commissioner.

Karen Marlatt made a motion to recommend to the Board of Supervisors the appointment of Jeff Fontana as a Commissioner and Yvonne Nenadal as an Alternate Commissioner. Gene Smith seconded the motion. The motion passed unanimously.

- (B) Jane Dolan reported the Committee's recommendations to select Karen Marlatt as the next Commission Chair and Linda Moore as the next Vice Chair. It was also recommended that Karen and Linda serve as officers on the Administrative Committee. These changes would go into effect August 1, 2004.

Jane Dolan made a motion to select Karen Marlatt as the new Commission Chair and Linda Moore as the new Vice Chair, both additionally serving as officers on the Administrative Committee. Pat Cragar seconded the motion. The motion passed unanimously.

- (C) The Committee recommended several changes to the bylaws. Among them, current language states that four Regular Commissioners must be absent for an Alternate Commissioner to have voting privileges. The Committee suggested changing the language to allow an Alternate Commissioner to vote when one Regular Commissioner is absent. If two Alternates are present, lot will select the voting party.

Pat Cragar made a motion to support the bylaw revisions, which serve to clarify the Commission's intent. Karen Marlatt seconded the motion. The motion passed unanimously.

- (D) (Discussion) The Committee recommended that the Commission pursue additional funding. Mark Lundberg noted that Commission staff is in a great and knowledgeable position to pursue grants and follow through with the grant writing work. Grantees commented that they are constantly seeking additional funding and would be happy to forward opportunities for funding to Commission staff. Jeff Fontana said that conceptually this is an important stance for us to take and suggested using grantees as leads and Commissioners and staff as the motivators. Working together with grantees to search for funds would encourage collaboration. Should the Commission be more specific with staff about the amount of time to be allotted to grant writing? Would the Commission be considered a non-profit, state or county agency? What types of grants would we qualify for? Which staff would be responsible for grant writing? Cheryl Giscombe noted that grant writing is in the Program Manager's job description. Jeff Fontana would like to see staff take the directive and report back to the Administration Committee, being mindful of workload issues.
- (E) (Discussion) The Commission received a Special Funding Request (SFR) from the Public Health Department, Health Education Division. The Administration Committee recommended postponing review of the request until other agencies have had a chance to apply. Commissioners commented that waiting for the submission of additional requests before reviewing seems like a change in policy. Jane Dolan commented that the request was submitted shortly after the proposal was denied funding in the RFP process, so the Committee recommended waiting for others to arrive. Two other agencies had contacted Commission staff with the intent to submit an SFR. Is this going to become another avenue for agencies that do not receive funding through the RFP process? Or is going to remain set aside for extraordinary circumstances?
- (F) The Administration Committee recommended the Butte County Annual Performance Evaluation of the Program Manager (PM) be completed by members of the former Administration Committee (to include Jane Dolan, Mark Lundberg, Karen Marlatt, and Phyllis Murdock) and then brought to the full Commission for discussion. The reason for the request was to involve people who have worked most closely with the PM during the evaluation period. It was suggested that a review of the PM evaluation forms, typically sent to Commissioners and staff, be reviewed at the next Administration Committee and changed as necessary. The January 2004 evaluation is overdue.

Phyllis Murdock made a motion to refer the Annual Program Manager Performance Evaluation to the members of the former Administration Committee, including input from Commissioners and staff and giving final approval of the Performance Evaluation to the full Commission. Pat Cragar seconded the motion. The motion passed unanimously.

Item 5: Audit Committee Report

Three audit proposals were received, reviewed and scored: these were from the firms of Robert A. Gustafson of Chico and Paradise, Matson and Isom of Chico, and Moss, Levy & Hartzheim of Sacramento. The Committee recommended the selection of Matson and Isom of Chico as Commission Auditor. They are currently working with other Commissions, offered a reasonably priced three-year quote, and are willing to meet with the Commission during the audit process for questions.

Pat Cragar made a motion to accept the recommendation of the Committee to select Matson and Isom as the Commission's new auditing firm. Gene Smith seconded the motion. The motion passed unanimously.

Item 6: Public Awareness & Advocacy Committee Report

The Public Awareness & Advocacy Committee is prepared to act as a conduit for the Commission newsletter, an editorial review board meeting, and content review of press releases. Members will look to the Administration Committee for guidance on press releases when necessary. Commissioners shared their concerns over the July 16, 2004 news article and its implications for Butte County. Although five Commissions were involved with the article, it gives the impression that it is representative of all Commissions. Commissioners agreed that it was very important to proactively refute the article, rather than let one person's opinion say to the public, "This is how it must be everywhere in the State". Ideas for refuting the article included new media releases, submitting a Letter to the Editor of the local papers and to the Legislature, an article in the newsletter, collecting letters of support (testimonials) from Grantees, and a paid box ad in the paper if other attempts fail. Jeff Fontana would like to see the Commission meet with an editorial board soon and share outcomes, such as direct person accounts of what Commission funds are doing in the community.

Item 7: Strategic Plan & Evaluation Committee Report

Henceforth, Susan Cragle and Mark Duerr (both of Duerr Evaluation Resources) will be attending Commission meetings as the local evaluators. The Committee recommended that Susan offer an introduction to PEDS for new Commissioner Orientation. All Commissioners would be invited to attend. Susan commented that she is versed in PEDS and would be happy to provide training. Duerr will be presenting recommendations to the Strategic Plan and Evaluation Committee regarding indicators and baseline data. The Committee recommended that Duerr's report the Indicators be reviewed by the Advisory Committees. The Strategic Plan & Evaluation Committee will bring recommendations before the full Commission for action. Finally, the Committee recommended that Mary Neumann fill the Committee seat left vacant by Marian Gage's departure.

Gene Smith made a motion to appoint Mary Neumann as the newest member of the Strategic Plan & Evaluation Committee. Pat Cragar seconded the motion. The motion passed unanimously.

Item 8: Contract Awards Committee Report

The Contract Awards Committee met on July 2, 2004 to review and discuss the evaluations received regarding the 2004 RFP process. Sixty-eight surveys were sent to all persons who had attended any of the Workshops provided during the grant proposal process, all persons who had submitted a proposal, and Commission staff. Twenty-eight surveys were returned. Average scores were included in the Committee report.

Item 9: Staff Report

Cheryl Giscombe talked about the State Commission meeting she attended in July. The State Audit is available at www.bsa.ca.gov. There was a lot of discussion about the upcoming Porterfield article. The State Commission suggested that County Commissions take a serious look at financial practices, which will be a primary focus at the August Staff Summit. Cheryl would like to see the Commission participate in the Government Finance Officers Association (GFOA) partnership and volunteer as one of the counties used in the assessment phase.

Commissioners voiced no opposition to the idea. Anna Dove shared that State and Local Evaluators are on board and showing great teamwork. They are also working together with the grantees as a team, rather than bombarding them with information from all angles. The goal is to have local evaluation plans for each grantee completed by the end of August. Jeff Fontana commented that while reviewing the Staff Report, he noticed several bolded items that appeared to be highlighted for Commission discussion. He felt that a forum to discuss what should and should not come to the Commission for discussion would be appropriate. Ultimately, items that need to be discussed should be placed on the Agenda as a discussion/action item.

Public Comment

There was no specific public comment; however, the dual purpose of the July Commission Meeting was to handle business and to host a luncheon as an opportunity for Commissioners, staff and grantees to socialize. The luncheon was a great success by all accounts. In addition to socialization, round table discussions focused on two areas of discussion:

- 1) What would you like to see the Commission accomplish in the next year?
- 2) What changes would you like to see made to the Strategic Plan?

Responses were collected for further review and forwarded to the Administration Committee and the Strategic Plan & Evaluation Committee, respectively.

The meeting adjourned at 12:05 P.M.

Minutes by Susan Billings
Administrative Assistant
Approved September 17, 2004